



Department of Energy
Washington, D. C. 20585

May 7, 2004

MEMORANDUM FOR: Program Office Resource Managers

FROM:

Howard G. Borgstrom 
Working Capital Fund Manager

SUBJECT:

April Working Capital Fund Billing

This memorandum transmits the April 2004 charges to your program for the Working Capital Fund. Billing for April was forwarded to the Chief Financial Officer for entering into DISCAS and in time for reporting in April financials.

The Fund Manager summarized the Mid-Year Financial Report to the Board at the April 20 Board meeting. The report indicates that the Fund businesses continue to exhibit sound financial management and are prepared to offer our program customers valued goods and services. The full report will be circulated to the Board next week and will be available for your review at www.ma.mbe.doe.gov/wcf.

Payments for FY 2004

Timely payments to the Fund are necessary for the various business lines to provide uninterrupted contractual support and to execute initial acquisition plans for goods and services within established procurement deadlines as well as to ensure payments are made to vendors within the guidelines of the Prompt Payment Act.

“Funds shall be (1) collected at the beginning of the fiscal year and (2) sufficient to cover estimated costs of providing the goods and services for the fiscal year. In situations where full funding is not appropriated; i.e., during the period of a continuing resolution, a pro rata share of the customer organization’s advance payment shall be paid to the WCF until full funding becomes available.” **CFO Guidance issued September 1998,**
“Working Capital Fund, Administrative Control of Funds.”

FY 2005/ 2006 Budget Guidance

By memo dated May 4, 2004 the Fund Manager revised guideline estimates for the FY 2006 Corporate Review Budgets. The estimates provided are intended only as guidance based on patterns that have been identified by the Fund business line and financial staff. Since other factors may affect your consumption of WCF goods and services, you may wish to adjust our estimates as necessary to account for planned changes in staffing, anticipated changes in usage, potential organizational realignments, and other factors.

In the FY 2006 estimates, actual FY 2004 charges were used as a primary basis for FY 2006, in addition to changes in the counts of telephone and lan lines and other specific consumption factors. Estimates for FY 2005 have not been revised since that budget is currently before Congress; however, those estimates are generally still applicable. The budget is based on the pricing policies that are in effect for FY 2004 as documented in the *Guide to Services, Policies, and Procedures* ("Blue Book"). The FY 2005 Congressional Budget Request guidance is available on our Web Page at www.ma.mbe.doe.gov/wcf.

Cost and Payment Analysis

The following tables are attached to assist you with your analysis of actual monthly WCF expenditures:

Table I	Summarizes costs for the current billing cycle only and provides separate columns for some business lines to distinguish between charges that are assessed monthly and those assessed annually or quarterly.
Table II	Shows the total to date of all costs billed for the current fiscal year, reflecting cumulative consumption through the current billing cycle.
Table III	Shows the most current projection of annual costs for each customer and business line based on customer consumption patterns demonstrated this fiscal year.
Table IV	Compares annualized cost projections (from Table III) to revised FY 2004 estimates provided with the FY 2005 Congressional Budget guidance and to payments authorized year-to-date.

The attached tables have been altered to accommodate the new business segments and subtotals for the realigned businesses. Desktop charges now follow Building Occupancy and the second page begins with Telephones as in the past. If you have any problem following the new table structure please call the contacts below for help.

April Charges Per Business Line

Supplies - The enclosed bill reflects actual usage of supplies for the month of April both as purchased through the various PAPERCLIPS Stores and as ordered through Requisition.

Mail Services - The enclosed bill includes charges for outgoing metered mail and special handling charges incurred during April.

Photocopying - This bill reflects charges for actual April usage. Per copy rates for central and staffed facilities are 2.8 cents per copy. Other charges remain unchanged from FY 2003; 1.5 cents for dedicated copies; 50.0 cents for color copies. This bill also

includes charges for digitalization services; rates are as follows: scan only - \$.20; scan and Optical Character Recognition (OCR) - \$.28; scan, OCR and microfilm - \$.35.

Printing and Graphics - The enclosed bill reflects charges for Printing jobs ordered and Federal Register notices published during April. It also includes charges for indirect Graphics support at the rate of one-twelfth the annual assessment, based upon the pro-rata share of total service costs as determined by usage of such service in FY 2003.

Building Occupancy - This bill includes charges for non-standard space alterations, third quarter rent charges, utilities, office relocations, and other E&F services requisitioned and performed prior to April 25.

Desktop - The enclosed Desktop bill incorporates time and materials charges for service actually used during April in addition to charges for help desk services based on actual usage. Charges for subscription and warranty service are also included at the rate of one-twelfth the annual cost, where applicable.

Telephones - The April bill includes actual local and long distance charges for usage incurred during February in addition to cell phones and other electronic device charges for April. Infrastructure charges, based upon the number of phone lines currently assigned to your organization, appear at the rate of one-twelfth the annual estimate.

Network - April charges, based upon the number of LAN connections currently assigned to your organization, are included at the rate of one-twelfth the annual estimate. April charges for DOE net are based on actual infrastructure costs at the respective sites.

Contract Closeout – The enclosed bill includes actual charges related to closeout of contracts during the month of April.

Payroll Processing - The remainder of the full **annual** FY 2003 payroll charges assessed to your organization were billed in December based upon actual on-board staffing at the beginning of FY 2004 and a recently reduced operating level of \$2.1 million (a reduction in operating level from original FY 2004 estimate of \$3.1million). No further charges will be made this fiscal year.

Corporate Human Resource Information System (CHRIS) – As with Payroll Processing, no further charges will be made this fiscal year.

Corporate Training Services (CTS) formerly, On-Line Learning Center (OLC) – The Board authorized a new business segment to finance professional skills development training (August 27, 2003); this new segment, Training Delivery & Services (TDS), has been merged with the On-Line Learning Center to create the CTS business line. This bill includes April training activity that has not been previously charged to customers.

Project Management Career Development Program (PMCDP) - The October bill charged for infrastructure costs and one half of the variable costs for PMCDP; however,

these charges were not forwarded to DISCAS until February. There are no additional charges for this business this month.

WCF Information Sources, Working Capital Fund Web Page

You may obtain additional information regarding the WCF by visiting the Working Capital Fund Web Page. Information available on the Web Page includes:

- The Fifth edition of the WCF Guide to Services, Policies and Procedures;
- FY 2004/FY 2005 Budget Projections;
- The monthly summary billing tables (I-IV) with accompanying transmittal memo;
- Announcements of upcoming Board meetings and Board meeting minutes;
- Quarterly Financial Status Reviews;
- An explanatory Overview and historical background of the Fund.

The Web Page address is: <http://www.ma.mbe.doe.gov/wcf>
Please contact Michael Slie (6-5567) if you have questions or comments.

Billing Inquiries

To deal with specific billing issues, we recommend that you contact the following individuals:

BUSINESS LINE	BILLING CONTACT	TELEPHONE
Administrative Services: Building Occupancy Supplies Mail Printing and Graphics Copying	John Harrison	(202) 586-3611
Information Management: Telephones Desktop Services Networking	Ann Warnick	(301) 903-3056
Contract Closeout	Jeff Rubenstein	(202) 287-1516
Payroll Processing	George Tengan	(301) 903-5878
Corporate Training Services (CTS) On Line Learning Center (OLC) Training Delivery & Services (TDS)	Tanya Luckett	(202) 287-1655
Project Mgt. Dev. Program (PMCDP)	Wanda Chambers	(202) 586-8114
Billing Process and Policies	Bob Emond	(202) 586-2354

We recommend that you use e-mail to communicate your questions, because that permits better tracking of concerns both by you and by us.

Thank you for your cooperation.

Attachments

ATTACHMENT 1

ADDRESS LIST FOR WCF BILLING

BCA	Beryl Gilmore	D. Cavanagh
BPA	R. Seifert	S. Jones
CI	L. Brown	
CN	Z. Acree	S. Steffe
DR	L. Gasperow	C. Feldmeyer
EA	L. Cain	
ED	L. Rudnick	
EE	D. Smith	F. Glatstein
EH	R. Parham	T. McCarron
EIA	N. Burnette	
EM	J. Simpson	B. Heffernan
FE	C. Roy	G. Stern
GC	D. Bullington	
HG	R. Tedrow	P. Spencer
IG	J. Fonville-Noels	
IM	A. Warnick	S. Higgins
IN	L. Lanes	
ME/AB/S	F. Feiner	
NA	S. Minnick	J. Trainor
NE	N. Miller	L. Soo Hoo
NR	R. Arnwine	
OA	L. Gasperow	C. Feldmeyer
PA	L. Brown	
PML	M. Livingston	G. Herrera
PI	J. Mathis	S. Rush
RW	L. Barrett	D. LeVan
SC	B. Swain	J. Kelley
SO	T. Fox	D. Friis
TD	A. Richardson	
WH	M. Dillon	
WT	M. Owen	M. Mescher

WCF BOARD MEMBERS

CFO	J. Campbell	NE	W. Magwood
CIO	R. Parks	NA	L. Brooks
EE	D. Garman	SP	G. Podonsky
EH	B. Cook	PI	V. Devito
EI	G. Caruso	SC	R. Orbach
EM	J. Roberson	FE	M. Maddox
GC	L. Otis	WT	M. Owen
RW	M. Chu	PMA	R. Porter

Summary of Current Month Bill - April, 2004
(WHOLE DOLLARS)

TABLE IA

BILLING CYCLE	MONTHLY	MONTHLY	ANNUAL		MONTHLY	MONTHLY	MONTHLY		MONTHLY	QUARTERLY	MONTHLY		MONTHLY
ORG CODE	SUPPLY	MAIL	MAIL DISTRIB.	TOTAL MAIL	DEDICATED COPIERS	CENTRAL FACILITIES	DIGITAL	TOTAL COPYING SERVICE	PRINTING & GRAPHICS	BLDG OCCUPANCY	BLDG ALTERATION	TOTAL BUILDING OCCUPANCY	DESKTOP SUPPORT
AB	1,059	157		157	120	683		802	5,377	31,197		31,197	45
BCA				0	15			15		57,654		57,654	125
BPA		7		7				0	-71	24,627		24,627	
CI	902	442		442	464	167		630	871	115,106	230	115,336	371
CN	2,912	1,431		1,431	1,052	5,798		6,849	-1,439	212,697	70	212,767	370
DR	110	9		9		32		32	496	19,884		19,884	248
EA	1,355	27		27	108			108	621	50,853	3,007	53,860	241
ED	1,775	704		704	247	7,355		7,601	-415	97,112	150	97,262	600
EE	20,694	17,257		17,257	2,580	10,501	5,360	18,441	6,831	926,327	2,913	929,240	1,749
EH	1,700	2,729		2,729	3,404	1,858		5,261	4,032	867,276	505	867,781	1,757
EI	19,043	9,020		9,020	28,422	7,459		35,881	23,097	1,327,011	766	1,327,777	90
EM	10,819	666		666	7,628	3,141		10,769	3,503	979,834	75	979,909	1,101
FE	10,026	1,668		1,668	2,752	397		3,149	32,885	460,590		460,590	7,136
GC	3,742	525		525	1,733	1,858	2,172	5,764	1,278	524,094	38	524,132	887
HG	63	198		198	628	0		629	4,418	181,522		181,522	
IG	2,467	1,214		1,214	227	1,011		1,237	2,920	259,449		259,449	2,767
IM	9,801	263		263	606	4,662		5,268	6,449	868,087	2,430	870,517	12,624
IN	3,903	272		272	1,837	0		1,837	939	404,349	879	405,228	312
LM	591	727		727	127	1,402		1,529	1,571	66,280	11,585	77,865	253
ME	29,823	17,104		17,104	18,391	26,240	5,653	50,284	58,688	2,533,418	1,375	2,534,793	19,175
NA	41,538	3,914		3,914	10,476	11,191		21,667	70,473	2,663,710	775	2,664,485	16,341
NE	6,035	260		260	1,478	627		2,105	3,062	339,472	300	339,772	775
NR		58		58				0				0	
OA	2,327	540		540	585	2		587	599	91,532		91,532	
PA	772	726		726	4,901	17,208		22,110	14,949	94,164		94,164	418
PI	4,855	181		181	1,482	551		2,033	607	88,550	18	88,567	1,879
RW	11,307	490		490	192	177		369	1,317	423,942	518	424,459	568
S	1,133	1,214		1,214	504	1,725		2,229	25,902	141,400		141,400	741
SC	18,629	5,961		5,961	1,924	14,991	143	17,059	35,009	614,816		614,816	1,111
SO	18,271	1,659		1,659	5,424	4,292		9,716	15,611	975,356	29,944	1,005,300	6,437
TD	439	225		225		25,233		25,233	494	58,967		58,967	1,021
WAPA	104	3		3				0	1,628	26,226		26,226	
FO	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	226,197	69,651	0	69,651	97,308	148,560	13,328	259,196	321,702	15,525,500	55,575	15,581,075	79,142

Summary of Current Month Bill - April, 2004
(WHOLE DOLLARS)

TABLE IB

BILLING CYCLE	MONTHLY	MONTHLY		MONTHLY	ANNUAL	MONTHLY		MONTHLY	ANNUAL	QUARTERLY	MONTHLY		ANNUAL	ANNUAL	
ORG CODE	PHONE USAGE	TELEPHONE INFRA.	TOTAL PHONE SERVICE	NETWORK	PURCHASE CARD SURVEILLANCE	CONTRACT CLOSEOUT	TOTAL CONTRACT	PAYROLL PROCESS	CHRIS	ONLINE LEARNING CENTER	TRAINING DELIVERY AND SERVICES	TOTAL CORPORATE TRAINING SERVICES	PMCDP	INDIRECT FUND ADMIN.	MONTHLY TOTAL
AB	197	604	801	398			0					0		0	39,837
BCA		213	213	92			0					0		0	58,100
BPA	94	852	946	1,251			0					0		0	26,759
CI	1,801	2,912	4,713	2,754		240	240					0		0	126,259
CN	1,904	6,534	8,437	1,285			0					0		0	232,613
DR	71	426	497	367			0					0		0	21,643
EA	2,516	1,065	3,581	1,193			0					0		0	60,986
ED	770	3,160	3,930	2,907		1,440	1,440				300	300		0	116,105
EE	9,005	28,941	37,946	50,432		8,280	8,280				2,400	2,400		0	1,093,269
EH	4,998	21,235	26,233	27,234			0				1,600	1,600		0	938,327
EI	17,240	30,610	47,849	396		31,920	31,920				1,500	1,500		0	1,496,576
EM	10,513	31,923	42,437	60,113		5,640	5,640			200	3,900	4,100		0	1,119,056
FE	4,939	15,234	20,172	34,766		15,680	15,680				500	500		0	586,573
GC	1,300	12,038	13,338	7,130		480	480			120	100	220		0	557,495
HG		1,776	1,776	1,316			0				300	300		0	190,222
IG	1,291	5,469	6,760	4,651			0				400	400		0	281,865
IM	5,977	23,117	29,094	23,593			0				2,200	2,200		0	959,809
IN	52,066	7,138	59,204	214			0					0		0	471,908
LM	866	1,562	2,428	5,504			0			300		300		0	90,768
ME	12,694	78,797	91,491	73,275		9,360	9,360				12,562	12,562		0	2,896,553
NA	54,080	67,647	121,727	90,577		7,040	7,040				2,200	2,200		0	3,039,961
NE	4,044	10,333	14,377	14,438		1,400	1,400				1,300	1,300		0	383,525
NR	7,839		7,839				0					0		0	7,897
OA	2,323	4,652	6,974	4,039			0				100	100		0	106,699
PA	1,357	2,663	4,021	1,928			0					0		0	139,087
PI	5,472	7,954	13,426	7,497		480	480					0		0	119,526
RW	7,225	7,670	14,895	6,789			0					0		0	460,194
S	3,284	6,853	10,137	3,947			0					0		0	186,703
SC	7,521	26,952	34,473	35,765			0				1,300	1,300		0	764,123
SO	15,599	40,233	55,831	17,688		10,160	10,160				3,000	3,000		0	1,143,674
TD	210	1,030	1,239	1,010			0					0		0	88,628
WAPA	72	604	675	10,711			0			1,200		1,200		0	40,547
FO	0	0	0	0	0	0	0	0	0	785	0	785	0	0	785
TOTAL	237,265	450,196	687,461	493,261	0	92,120	92,120	0	0	2,605	33,662	36,267	0	0	17,846,071

Summary of Year-To-Date Billing Thru April, 2004
(WHOLE DOLLARS)

TABLE IIA

BILLING CYCLE	MONTHLY	MONTHLY	ANNUAL		MONTHLY	MONTHLY	MONTHLY		MONTHLY	QUARTERLY	MONTHLY		MONTHLY
ORG CODE	SUPPLY	MAIL POSTAGE	MAIL DISTRIB.	TOTAL MAIL	COPY DIGITAL	COPY DEDICATED	COPY CENTRAL	TOTAL COPYING	PRINTING & GRAPHICS	BUILDING OCCUPANCY	BLDG ALTERATION	TOTAL BUILDING OCCUPANCY	DESKTOP SUPPORT
AB	3,791	1,484	13,267	14,751	0	937	3,161	4,099	15,739	93,592	800	94,392	629
BCA	395	164	0	164	0	203	0	203	-31	35,371	0	35,371	1,153
BPA	520	245	12,567	12,812	0	0	930	930	2,351	73,880	390	74,270	0
CI	1,900	3,047	26,535	29,582	0	3,874	4,917	8,790	11,130	345,317	1,085	346,402	5,072
CN	20,595	6,484	13,267	19,751	0	6,444	9,906	16,350	6,937	638,090	3,448	641,538	2,083
DR	2,301	161	13,267	13,428	0	236	1,778	2,014	4,842	59,652	0	59,652	1,433
EA	5,822	-4,743	13,267	8,524	0	1,770	2,645	4,415	4,942	152,559	54,534	207,093	496
ED	10,149	5,515	39,802	45,317	0	2,078	22,279	24,357	32,210	291,336	330	291,666	743
EE	156,975	130,411	13,267	143,678	75,188	17,709	45,925	138,822	88,056	2,778,982	21,549	2,800,531	20,243
EH	26,548	23,073	25,135	48,208	4,420	24,543	26,763	55,725	21,566	1,960,715	9,702	1,970,417	7,379
EI	121,520	78,327	100,538	178,865	0	42,330	45,186	87,516	240,196	3,981,033	6,832	3,987,865	2,931
EM	89,964	8,928	39,802	48,730	0	53,350	12,888	66,238	100,682	3,059,501	16,801	3,076,302	6,431
FE	64,935	13,142	26,535	39,677	79	25,093	20,037	45,209	101,027	1,381,770	1,650	1,383,420	55,330
GC	31,825	8,750	33,168	41,918	3,977	10,810	5,992	20,779	80,108	1,572,283	310	1,572,593	6,763
HG	1,563	1,959	13,267	15,226	0	3,821	0	3,822	57,169	455,964	0	455,964	559
IG	21,224	8,279	26,535	34,814	227	2,594	3,402	6,223	33,513	778,346	290	778,636	16,769
IM	61,505	2,077	53,069	55,146	0	8,986	12,057	21,043	17,500	2,484,261	17,318	2,501,579	114,726
IN	21,965	61,808	13,267	75,075	0	13,929	1,129	15,058	7,103	1,213,046	52,088	1,265,134	312
LM	4,805	5,795	13,267	19,062	0	932	2,788	3,720	5,347	216,329	12,795	229,124	1,185
ME	229,226	123,048	391,384	514,432	16,602	138,244	76,398	231,243	302,533	7,798,907	12,354	7,811,261	133,799
NA	291,010	134,019	79,604	213,623	0	82,356	54,441	136,797	217,787	8,033,011	127,207	8,160,218	79,414
NE	31,858	2,377	36,035	38,412	0	6,819	6,122	12,942	28,136	1,018,415	27,691	1,046,106	7,658
NR	187	171	0	171	0	0	0	0	0	0	0	0	0
OA	19,433	3,449	13,267	16,716	0	3,757	773	4,529	2,612	396,225	200	396,425	976
PA	8,843	6,684	39,802	46,486	0	37,020	76,209	113,229	91,149	282,491	150	282,641	5,785
PI	26,453	1,307	53,069	54,376	0	10,074	17,982	28,056	39,811	861,207	1,055	862,262	12,965
RW	36,149	2,804	13,267	16,071	0	14,502	1,856	16,358	12,116	676,267	9,346	685,614	2,789
S	12,608	9,652	13,267	22,919	0	7,561	2,758	10,320	78,392	424,199	0	424,199	7,266
SC	129,041	52,045	26,535	78,580	143	9,786	53,176	63,105	179,496	1,891,103	535	1,891,638	4,498
SO	123,239	21,764	132,670	154,434	0	53,509	29,472	82,981	48,122	2,926,069	49,818	2,975,887	66,900
TD	7,358	796	13,267	14,063	0	188	41,202	41,390	907	176,900	218	177,117	1,801
WAPA	406	37	12,567	12,604	0	0	55	55	30,207	78,679	50	78,729	0
FO	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	1,564,113	713,059	1,314,556	2,027,615	100,636	583,453	582,226	1,266,315	1,861,655	46,135,501	428,547	46,564,048	568,088

Note: *FO= Field Operations Offices OLC billing only
Note: *ME includes charges for WH (White House Task Force)

Summary of Year-To-Date Billing Thru April, 2004
(WHOLE DOLLARS)

TABLE IIB

BILLING CYCLE	MONTHLY	MONTHLY		MONTHLY	MONTHLY	MONTHLY		ANNUAL	ANNUAL	QUARTERLY	QUARTERLY		MONTHLY	ANNUAL	
ORG CODE	PHONE USAGE	PHONE INFRA.	TOTAL PHONE SERVICE	NETWORK	CONTRACT PCS	CONTRACT CLOSEOUT	TOTAL CONTRACT	CHRIS	PAYROLL PROCESS	CTS/OLC	CTS/TDS	TOTAL CTS	PMCDP	INDIRECT FUND ADMIN.	YEAR TO DATE
AB	661	4,253	4,914	2,845	0	0	0	972	941	54	0	54	0	0	143,127
BCA	15	1,501	1,517	657	0	0	0	583	565	0	0	0	0	0	40,576
BPA	481	6,005	6,486	8,759	0	0	0	0	0	8,924	0	8,924	0	0	115,051
CI	8,229	20,301	28,530	19,257	0	240	240	7,000	6,774	164	0	164	0	0	464,842
CN	6,184	45,606	51,790	9,192	0	640	640	6,417	6,210	750	0	750	0	0	782,253
DR	323	2,140	2,463	1,862	0	0	0	778	753	0	0	0	0	0	89,525
EA	12,313	18,460	30,773	14,660	0	240	240	2,528	2,446	0	0	0	0	0	281,939
ED	3,036	22,268	25,303	20,601	0	8,400	8,400	7,000	6,774	0	300	300	0	0	472,820
EE	44,754	204,171	248,925	355,840	0	27,880	27,880	102,472	99,167	9,010	2,400	11,410	10,000	0	4,203,999
EH	20,095	150,801	170,896	184,057	0	10,720	10,720	43,167	41,774	9,490	1,800	11,290	0	0	2,591,747
EI	71,256	214,347	285,603	2,719	0	109,080	109,080	72,139	69,812	12,874	1,700	14,574	0	0	5,172,819
EM	37,940	224,427	262,367	423,745	0	30,040	30,040	316,556	306,344	61,327	3,900	65,227	720,250	0	5,512,876
FE	27,282	106,979	134,260	243,576	0	41,040	41,040	177,722	171,989	8,884	600	9,484	122,500	0	2,590,170
GC	7,948	84,782	92,730	49,894	0	720	720	29,556	28,602	654	100	754	0	0	1,956,242
HG	124	12,583	12,707	9,411	0	0	0	4,861	4,704	855	300	1,155	0	0	567,141
IG	7,382	37,922	45,304	32,573	0	960	960	48,417	46,855	26,141	900	27,041	0	0	1,092,328
IM	20,520	159,124	179,644	165,408	0	12,160	12,160	20,806	20,134	6,922	2,600	9,522	5,000	0	3,184,172
IN	296,757	49,824	346,580	1,156	0	0	0	10,889	10,538	1,155	200	1,355	0	0	1,755,164
LM	3,135	9,648	12,782	36,617	0	0	0	4,083	3,952	464	0	464	0	0	321,140
ME	59,031	554,550	613,581	530,717	0	40,560	40,560	127,750	123,629	30,732	13,062	43,794	2,500	0	10,705,025
NA	245,085	466,279	711,364	621,650	0	38,920	38,920	421,167	407,581	68,213	2,200	70,413	563,750	0	11,933,692
NE	12,448	72,771	85,219	99,719	0	31,360	31,360	90,028	87,124	2,682	1,300	3,982	43,000	0	1,605,543
NR	40,071	0	40,071	0	0	0	0	35,583	34,435	1,660	100	1,760	0	0	112,208
OA	8,623	32,704	41,327	26,910	0	0	0	10,694	10,349	0	100	100	0	0	530,072
PA	5,527	18,765	24,292	13,600	0	0	0	5,056	4,892	0	0	0	0	0	595,971
PI	20,881	55,472	76,353	52,076	0	4,400	4,400	19,833	19,194	3,591	0	3,591	0	0	1,199,370
RW	34,359	52,143	86,501	46,727	0	440	440	33,056	31,989	22	0	22	111,750	0	1,079,581
S	14,906	44,420	59,326	27,285	0	0	0	5,833	5,645	0	0	0	0	0	653,794
SC	34,852	187,391	222,243	250,675	0	1,200	1,200	218,361	211,317	14,028	1,300	15,328	286,250	0	3,551,730
SO	64,418	282,829	347,247	122,774	0	18,640	18,640	44,333	42,903	24,129	3,000	27,129	0	0	4,054,591
TD	952	5,135	6,087	5,026	0	0	0	2,917	2,823	0	0	0	7,500	0	266,989
WAPA	12,527	4,253	16,780	74,766	0	0	0	299,444	289,785	19,359	0	19,359	0	0	822,136
FO	0	0	0	0	0	0	0	0	0	24,114	0	24,114	2,500	0	26,614
TOTAL	1,122,114	3,151,853	4,273,967	3,454,751	0	377,640	377,640	2,170,000	2,100,000	336,195	35,862	372,057	1,875,000	0	68,475,247

PROJECTED CUSTOMER COSTS FY 2004
(Dollars in Thousands)

TABLE III

ORG CODE	SUPPLY	MAIL	COPYING	PRINTING & GRAPHICS	BUILDING OCCUPANCY	DESKTOP SUPPORT	PHONE SERVICE	NETWORK	PROCUREMENT MANAGEMENT	CHRIS	PAYROLL PROCESS	CORP TRAINING SERVICES	PMCDP	INDIRECT FUND ADMIN.	Subtotal By Office
AB	6	16	7	27	126	1	9	5	0	1	1	0	0	0	199
BCA	1	0	0	0	47	2	3	1	0	1	1	0	0	0	55
BPA	1	13	2	4	99	0	11	15	0	0	0	9	0	0	154
CI	3	32	15	19	462	9	55	33	0	7	7	0	0	0	641
CN	35	24	28	12	854	4	93	16	1	6	6	1	0	0	1,081
DR	4	14	3	8	80	2	4	3	0	1	1	0	0	0	120
EA	10	5	8	8	258	1	61	25	0	3	2	0	0	0	381
ED	17	49	42	55	389	1	45	35	16	7	7	1	0	0	665
EE	269	237	238	151	3,727	35	457	610	132	102	99	13	13	0	6,084
EH	46	65	96	37	2,924	13	307	316	45	43	42	13	0	0	3,944
EI	208	235	150	412	5,315	5	538	5	63	72	70	16	0	0	7,089
EM	154	55	114	173	4,096	11	476	726	169	317	306	68	960	0	7,625
FE	111	49	78	173	1,844	95	249	418	77	178	172	10	163	0	3,616
GC	55	48	36	137	2,097	12	164	86	1	30	29	1	0	0	2,694
HG	3	17	7	98	608	1	22	16	0	5	5	1	0	0	782
IG	36	41	11	57	1,038	29	83	56	3	48	47	28	0	0	1,477
IM	105	57	36	30	3,330	197	322	284	0	21	20	11	7	0	4,419
IN	38	119	26	12	1,669	1	798	2	28	11	11	1	0	0	2,715
LM	8	23	6	9	301	2	24	63	191	4	4	0	0	0	637
ME	393	602	396	519	10,411	229	1,092	910	280	128	124	53	3	120	15,261
NA	499	309	235	373	10,838	136	1,388	1,066	91	421	408	72	752	0	16,587
NE	55	40	22	48	1,386	13	155	171	0	90	87	5	57	0	2,129
NR	0	0	0	0	0	0	96	0	0	36	34	2	0	0	169
OA	33	19	8	4	528	2	77	46	0	11	10	0	0	0	739
PA	15	51	194	156	377	10	45	23	36	5	5	0	0	0	918
PI	45	55	48	68	1,149	22	145	89	12	20	19	4	0	0	1,678
RW	62	18	28	21	911	5	172	80	0	33	32	0	149	0	1,511
S	22	30	18	134	566	12	112	47	50	6	6	0	0	0	1,002
SC	221	116	108	308	2,522	8	405	430	13	218	211	16	382	0	4,958
SO	211	170	142	82	3,951	115	639	210	0	44	43	29	0	0	5,638
TD	13	15	71	2	236	3	11	9	40	3	3	0	10	0	414
WAPA	1	13	0	52	105	0	37	128	6	299	290	19	0	0	950
FO	0	0	0	0	0	0	0	0	0	0	0	24	3	0	27
TOTAL	2,681	2,537	2,171	3,191	62,243	974	8,096	5,922	1,254	2,170	2,100	398	2,500	120	96,357

Comparison As of April, 2004
Annualized Costs to Budget Estimates and Payments

TABLE IV

		Benchmarks		Comparisons		
ORG CODE	Total Annualized Costs	FY 2004 Estimate (FY 2005 Cong. Budget, Jan 2004)	Payments Advanced	Annual Projected VS Revised Budget (\$)	Annual Projected VS Revised Budget (%)	Payments VS Annual Projected
AB	\$ 199	\$ 228	\$ 220	\$ (29)	-13%	\$ 21
BCA	55	244	110	-189	-77%	55
BPA	154	198	N/A	-44	-22%	N/A
CI	641	698	709	-57	-8%	68
CN	1,081	1,093	963	-12	-1%	-118
DR	120	123	116	-3	-2%	-5
EA	381	417	226	-36	-9%	-155
ED	665	753	668	-88	-12%	3
EE	6,084	6,111	5,587	-27	0%	-497
EH	3,944	4,545	2,019	-601	-13%	-1,925
EI	7,089	7,191	7,848	-102	-1%	760
EM	7,625	7,478	8,506	147	2%	881
FE	3,616	3,794	3,379	-178	-5%	-237
GC	2,694	2,678	2,538	16	1%	-156
HG	782	888	733	-106	-12%	-49
IG	1,477	1,500	1,500	-23	-2%	23
IM	4,419	4,677	5,087	-257	-6%	668
IN	2,715	2,093	2,038	622	30%	-678
LM	637	398	443	239	60%	-193
ME	15,261	15,039	15,675	222	1%	414
NA	16,587	16,511	15,925	76	0%	-662
NE	2,129	2,237	2,315	-109	-5%	186
NR	169	171	113	-3	-2%	-56
OA	739	615	718	124	20%	-21
PA	918	1,018	841	-100	-10%	-77
PI	1,678	1,669	1,217	9	1%	-460
RW	1,511	1,483	1,432	28	2%	-79
S	1,002	926	860	76	8%	-142
SC	4,958	4,838	5,135	120	2%	177
SO	5,638	5,830	4,170	-191	-3%	-1,468
TD	414	321	482	94	29%	68
WAPA	950	975	N/A	-25	-3%	N/A
FO	27	10	N/A	17	174%	N/A
TOTAL	\$ 96,357	\$ 96,749	\$ 91,570	\$ (392)	0%	\$ (4,787)